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Description automatically generated**Confidentiality Policy**

Written by: Alice Mcpherson Date: 16.07.2021

Parent and child confidentiality are respected and I ask that parents and children respect mine and my family’s confidentiality.

**Talking to parents - EYFS requirement 3.60** – *Providers must ensure that there is an area where staff may talk to parents and/or carers confidentially.*

Parents can speak to me confidentially (without children or other parents listening in) on request. To comply with social distancing rules in relation to coronavirus (04.2020) I will be available to take phone calls or email messages from parents on weekday evenings (by prior arrangement).

**Privacy - EYFS requirement 3.69 –** *Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.*

All information relating to children and families is stored securely and treated confidentially, unless I have permission to share it or there is a child protection / safeguarding issue.

**GDPR compliance** – the 6 Principles of the General Data Protection Regulation (GDPR, 2018) state that information must be treated with:

* Fairness, lawfulness and transparency;
* Purpose limitation;
* Data minimisation;
* Data quality;
* Security, integrity and confidentiality.

With relation to ‘confidentiality’ this means that personal data relating to children and their families: *must be processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.*

**Paperwork storage** - I store childminding information on the computer, mobile phone (parent numbers) and camera (photos of children); I take photos of children to help me meet the requirements of the EYFS.

I take confidentiality very seriously - both my family’s confidentiality and that of the children and families who use my setting. I am aware that parents might need to share confidential information with me about their child or their family situation and I will not use this information for any reason other than to consider how I might best support the child.

I aim to promote confidentiality by –

* Sharing my confidentiality policy with parents and reminding parents about the importance of not sharing personal or family information online;
* Being registered with the Information Commissioners Office as a data handler;
* Keeping information safe on the computer and mobile phone – see **Mobile Phone and Camera Policy**;
* Making parents aware that their details will only be passed to other agencies with their written permission; or shared confidentially with other agencies if there is a safeguarding issue;
* Advising parents that in some situations I am required to work with other settings or agencies such as nurseries, pre-schools and the Children’s Centre to support their child’s learning and / or development – this is a requirement of the Early Years Foundation Stage (EYFS) – see **Consent and Discussion Form** for more information;
* Advising parents that, at times, it is impossible for me to maintain absolute confidentiality – for example, if a child has an infectious disease, I have a duty to inform other parents and sometimes I only look after 2 children at a time.
* Advising parents of any relevant organisations that have requested a disclosure of personal information and records unless expressly requested not to do so by the said agency in writing; or if I have been asked for information in connection with court proceedings.

If you have any questions about my Policy / Procedures or would like to make any comments, please ask.

Signed: Review date:

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